

**DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE EXTENSION OF A CONTRACT**

<b>CONTRACT NO:</b> CW16135
<b>CAPTION:</b> Online Mail Processing Services
<b>PROPOSED CONTRACTOR:</b> Certified Mail Envelopes
<b>PROGRAM AGENCY:</b> Department of Public Works
<b>AUTHORIZATION:</b> D.C. Official Code §2-354.04, 27 DCMR 1304 and 1700, 1701 and 2005.2(b)

**1. MINIMUM NEED:**

The District of Columbia Office of Contracting and Procurement, on behalf of the Department of Public Works, Solid Waste Management Administration (SWEEP) currently has a contract with Certified Mail Envelopes to provide online mail processing services. The period of performance is from July 13, 2017 through September 30, 2017.

**2. ESTIMATED REASONABLE PRICE:**

The estimated reasonable price is \$17,000.00 based on Option Year #4 pricing.

**3. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

In deciding to extend the contract past the 5-year threshold, we have taken into account the District's need for continuity of service and the potential cost of disrupting operations. The District requires continuity of services because of the following reasons:

- A) When the online mail processing services are in place, it eliminates the citizenry's complaints concerning delay of informative services they feel are essential to their day-to-day lives. In addition, these services provide for the orderly movement of mail delivery services throughout the District and other concerned entities nationwide;
- B) The Agency is currently resoliciting for these services as the option year #4 will expire in July 2017. Continuity of these services is mandatory to the department's postage requirements.

- C) No market research was conducted because contract is being extended with current vendor.

**4. CERTIFICATION BY AGENCY HEAD**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Christopher Shorter, Director  
Department of Public Works

**5. CERTIFICATION BY CONTRACTING OFFICER**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04). I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Courtney Lattimore  
Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

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Date

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George A. Schutter, III  
Chief Procurement Officer

### Notice of Intent to Award Sole Source Contracts

<b>Notice Date</b>	June 19, 2017
<b>Response Due Date (10 business days from Notice Date)</b>	June 29, 2017
<b>Contract Caption/Description</b>	Online Certified Mail Processing Services
<b>Vendor Name</b>	Certified Mail Envelopes
<b>Agency</b>	Department of Public Works
<b>Contract Specialist Email</b>	Evelyn Lancion (OCP) evelyn.lancion@dc.gov
<b>Contract Officer Email</b>	Courtney Lattimore (OCP) courtney.lattimore@dc.gov